

BENEFITS REPRESENTATIVE HUMAN RESOURCES DEPARTMENT

SALARY RANGE: \$24.68 - \$33.07 per hour

CLOSING DATE: July 10, 2015

ABOUT THE JOB: The Benefits Representative processes and maintains information related to employee benefits, and works closely with carriers to coordinate the benefits programs; administer wellness programs and activities; track FMLA/OFLA records.

ESSENTIAL FUNCTIONS OF THE JOB:

- Explain benefit programs to employees and assist in resolving questions and complaints from employees;
- Ensure accurate information is prepared and disseminated by insurance carriers;
- Review proposals, contracts and policies from insurance carriers and administrative service providers in benefits and insurance programs;
- Administer and track Family Medical Leave and Oregon Family Leave;
- Develop information for use in labor negotiations;
- Complete a variety of compensation and benefits surveys;
- Provide basic information to employees and supervisors on labor relations processes and non-interpretative labor contract issues;
- Respond to inquiries and provide basic interpretation regarding human resources policies and procedures;
- Serve as an active member and liaison to the Wellness Committee;
- Provide excellent internal and external customer service to a diverse population;
- Support and respect diversity in the workplace.

TO QUALIFY: Requires a Bachelor's degree in Human Resources, business/public administration or related field and two years of experience in administering employee benefits, or an equivalent combination of education and experience.

Requires a valid driver's license and the ability to meet the city's driving standards.

TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov.

VETERANS PREFERENCE: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the work experience portion of your résumé and explain how those skills and/or qualifications apply to this position. Provide copy of DD214 and award letters from the Department of VA for service-connected disabilities.